

DEPUTY CLERK/ADMINISTRATOR TO MERIDEN PARISH COUNCIL – PERSON SPECIFICATION		
	Essential	Desirable
1. Educational Qualifications	Good general education: 5 GCSEs grade C or above (or equivalent), including Maths and English	A recognised qualification in local government administration or willingness to attain ILCA and CiLCA
2. Work Experience	<p>Good office management skills</p> <p>Experience of organising meetings and preparing agendas</p> <p>Experience of working in a financial setting, including preparation and monitoring of budgets</p> <p>Experience of dealing with the public</p>	Previous local government experience
3. Skills/ Knowledge and Aptitude	<p>IT skills (Microsoft Office) – typing and spreadsheet skills</p> <p>Ability to minute meetings</p> <p>Able to produce reports on financial and other matters</p> <p>Good communication skills, both verbal and written</p> <p>Presentational skills</p> <p>Ability to solve problems</p> <p>Ability to access and source information from the internet</p> <p>Knowledge of the area, and of the issues which affect the Parish</p>	<p>Project management</p> <p>Good analytical skills</p> <p>Ability to understand and willingness to learn the legal framework in which the Parish Council operates</p> <p>Understanding of the local government context and the place of Parish Councils within it</p>

<p>4. Motivation</p>	<p>Understanding and knowledge of the specific responsibilities of the Data Protection Act</p> <p>Ability to protect confidentiality and take an objective and professional approach</p> <p>Ability to maintain good relationships with Councillors, contractors and the public</p> <p>Self-reliant and self-motivated</p> <p>Ability to meet deadlines, manage own workload and time, establish priorities and report progress and results</p> <p>Flexible and adaptable</p> <p>Committed to continuous professional development</p>	
<p>5. Other</p>	<p>Able to attend evening meetings and demonstrate flexibility as required</p> <p>Able to work from home, if required</p> <p>Driving licence, car owner and/or available driver and vehicle to support requirements of role</p>	

Closing date – Wednesday 20th March 2024

PS 5th March 2024